

**Town of North Stonington
Emergency Services Building Committee
Request for Qualifications/Proposals
Clerk of the Works Services**

Introduction:

The Town of North Stonington in partnership with the North Stonington Volunteer Fire Company Inc. and the North Stonington Ambulance Association Inc. are seeking qualified candidates to provide Clerk of the Works services for the construction of a new 13518 s.f. +/-, 1 story, pre-engineered, Emergency Services Building and related site work. The project is located on land at the corner of Norwich-Westerly Road and Rocky Hollow Road in the Town of North Stonington across the street from the existing Fire House.

The construction of the building and related site work is Phase 2 of the project. Phase 1, already complete, consisted of excavation and removal of excess materials off of the site and preparation of subsurface ledge for removal. Foundation and utility work areas have been pre-blasted in order to control cost and speed up the building construction.

Schedule & Budget:

The Town is ready to proceed with construction this fall. The project design and site plan approval have been completed. Construction Documents are in process by the project Architect, Silver Petrucelli + Associates. The project schedule is as follows:

-Completion of Construction Documents:	9-19-2016
-USDA, Owner & Permit Reviews:	9-19-2016 thru 10-3-2016
-Bidding:	10-3-2016 thru 11-7-2016
-Bid Award:	11-21-2016
-Construction:	11-28-2016 thru 11-28-2017

The entire project budget approved by the Town is \$6,360,000 including soft costs and FF&E. The Phase 2 building construction budget is approximately 65 percent of the total budget.

Scope of Services:

1. The Clerk of the Works will handle the day-to-day oversight of the Contractor's work during the construction phase of the project.
2. The Clerk of the Works shall be contracted by the 1st Selectman and report directly to the Project Manager on a daily basis whenever work has occurred. All written correspondence shall be made through the Project Manager. The Clerk shall maintain liaison with the Contractor and all Subcontractors on the Project only through the Contractor's Superintendent.
3. The Clerk of the Works will be responsible for the following tasks:
 - A. Familiarize him/herself with the Contract Documents thoroughly prior to commencement of the work, along with the legal, safety and health requirements surrounding the project.
 - B. Review the Contractor's work in the field during construction operations and assure that the work is carried out to the Owner's standards based upon the Contract Documents, including the drawings, specifications, materials, workmanship and schedule.
 - C. Make daily visual inspections of the work and prepare daily reports on the work performed.

D. Review approved shop drawings and written instructions from the Architect and Owner's Representative on a continuous basis and review the Contractor's work for compliance with these documents.

E. Take measurements, photos and material samples to make sure that the work and materials meet the specifications and quality standards.

F. Attend weekly job meetings with Owner, Contractor & Architect. Attend meetings on an as needed basis with the Selectman and/or Building Committee to keep them informed of the process of the project.

G. Coordinate third party special inspections and testing requirements with the Contractor's work.

H. Report immediately to the Project Manager regarding any deficiencies in the work.

I. Advise and coordinate with the Contractor with regard to the work in general and when deficiencies are observed or otherwise identified in the work.

J. Maintain project records on site of all correspondence, reports, shop drawings, test reports, schedules, Contract Documents, Change Orders and any other project records.

K. Advise and assist the Owner with any and all construction related decisions.

4. The Clerk of the Works shall be present on site whenever the Contractor is present on site.

Qualifications:

The candidate for the Clerk of the Works position shall possess the following qualifications:

- 15 years as a licensed Building Official or Assistant Building official in the State of Connecticut or the equivalent in another State or,
- 15 years as a Construction Superintendent or a Construction Project Manager for a reputable Commercial Building Contractor.
- The candidate shall possess inspection and/or construction experience on Fire Station /Emergency Services projects.

The candidate shall provide a qualifications statement outlining the above experience, computer literacy, education, Professional / Trade Group affiliations and three references.

Selection Process:

The candidate for the Clerk of the Works position shall be prepared to interview with the Building Committee, the Project Manager and the Board of Selectmen.

The selection of the Clerk of the Works will be based upon the candidate's qualifications, experience in providing services for similar buildings and the Cost of Services as determined by the Board of Selectmen.

The project team members include the following:

Shawn Murphy	First Selectman
Nicholas Mullane	Selectman
Mark Donahue	Selectman
Samuel Burdick	Building Committee Chair & North Stonington Volunteer Fire Dept. Member
Brian Elias	Building Committee Member & President North Stonington Ambulance Assoc.
Robert Shabunia	Building Committee Member & North Stonington Volunteer Fire Dept. Member
Paul Kowack	Building Committee Member
Charles Steinhart	Building Committee Member & Chief North Stonington Volunteer Fire Dept.
Peter Springsteel	Project Manager
Kati Murphy	Project Administrator

David Stein Principle Architect / Project Manager
Silver Petrucelli + Associates

Proposal:

All questions regarding this solicitation package must be submitted to the Selectmen's Office via email at selectmen@northstoningtonct.gov by 3:00 PM on September 12, 2016.

Proposals must be submitted to Selectmen's Office, 40 Main Street, North Stonington, CT 06359, Attn: Samuel Burdick, Building Committee Chairman no later than 12 noon on September 16, 2016.

Include the following information:

- Qualifications Statement w/ Experience, Education, Affiliations & References.
- Total Contract Fee Proposal with Hourly Rates for Work Beyond Contract & Reimbursable Mark-up.
- Certificate of Insurance for \$1,000,000 liability.

LATE PROPOSALS WILL NOT BE ACCEPTED